

COURSE NUMBER: FHWA-NHI-310108**COURSE TITLE:** Federal Lands 101

During these times of economic expansion and growth, there are dramatic workforce changes taking place. With the passage of TEA-21, the program for Federal Lands Highway (FLH) nearly doubled and there is the prospect that it will again increase under pending transportation reauthorization. Due to this change, coupled with the increasing demand by our partners and customers for more technical assistance, FLH needs to develop the knowledge of their new/mid-career hires in the area of FLH operations and regulations.

Therefore, the overall course goal is to provide FLH employees with an overview of how FLH operates in order to administer programs, deliver projects, develop and transfer technology, and provide external training.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Identify the role and authorities of FLH within the FHWA and its interactions with Federal-aid divisions
- Describe unique aspects of FLH customers and programs
- Describe how FLH delivers projects
- Describe how FLH conducts business, including processes and resources

TARGET AUDIENCE:

New hires to FLH in all positions and grades and Federal-aid (particularly new employees) and Federal Lands Management Agency employees upon request.

FEE: \$400 Per Participant

LENGTH: 3.0 Days (CEU: 1.8 Units)

CLASS SIZE: Minimum: 20; Maximum: 30

NHI Training Program Manager: Bill Williams • (703) 235-0539 • bill.williams@fhwa.dot.gov

Technical Information: Don Tuggle • (703) 404-6276 • donald.tuggle@fhwa.dot.gov

Any transportation organization can host a course.
For hosting instructions, see page 7.



COURSE NUMBER: FHWA-NHI-310109**COURSE TITLE:** Federal-Aid 101 (FHWA Employee Session)

During this time of economic expansion and growth, there are dramatic workforce changes taking place. Given the increasing demand by our partners and customers for more technical assistance, FHWA needs to develop the knowledge of their new/mid-career hires in the area of the Federal-aid processes and regulations.

Therefore, the overall course goal is to provide FHWA employees, particularly mid-career hires, with an overview of the key elements of the Federal-Aid Highway Program. Specifically, this course focuses on general requirements and laws that govern the Federal-Aid Highway Program, processes and procedures followed in the project development, and identifying flexibility inherent in the Federal-Aid Program.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Identify the key elements of the overall project development process
- Identify the FHWA civil rights programs (i.e., Title VI, Disadvantaged Business Enterprise (DBE), EEO Contract Compliance, Title VII, Americans with Disabilities Act (ADA), Indian Outreach) and their relationship to the Federal-Aid Highway Program and the Federal/State relationships
- Integrate environmental justice into all aspects of project planning, development, and construction
- Develop a flowchart of the project development process from the initial planning concept through the environmental and right-of-way processes, on to construction and opening to traffic
- Identify the roles of safety, intelligent transportation systems, operations, research, and development in the Federal-Aid process
- Identify ways used for public involvement early in the process
- Learn the fundamentals of several innovative financing techniques that will maximize the use of Federal-Aid funds
- Develop a network of professionals that can be contacted for help
- Discuss how the Federal-Aid laws and regulations relate to other laws (i.e., NEPA, Uniform Act, the Davis Bacon Act, OMB Circular A-87, 49 CFR Part 18 (Common Rule))

TARGET AUDIENCE:

New/mid career hires from all disciplines (i.e., planners, engineers, environmental specialists, financial specialists or managers).

FEE: \$460 Per Participant

LENGTH: 3.5 Days (CEU: 2.1 Units)

CLASS SIZE: Minimum: 25; Maximum: 30

NHI Training Program Manager: Bill Williams • (703) 235-0539 • bill.williams@fhwa.dot.gov

Technical Information: Michael Graf • (202) 366-1329 • michael.graf@fhwa.dot.gov



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COURSE NUMBER: FHWA-NHI-310110**COURSE TITLE:** Federal-Aid Highways 101 (State Version)

During this time of economic expansion and growth, there are dramatic workforce changes taking place. Given the increasing demand by our partners and customers, it is critical to develop the knowledge of State DOT employees in the area of the Federal-aid highway development processes and regulations.

Therefore, the overall course goal is to provide participants with an overview of the key elements of the Federal-Aid Highway Program. Specifically, this course focuses on general requirements and laws that govern the Federal-Aid Highway Program; processes and procedures followed in the entire project development process, including financing, planning, environment, right of way, highway and bridge design, construction, operations/ITS, maintenance, and technology; and identifying flexibility inherent in the Federal-Aid Program.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Identify the key elements of the overall highway project development process
- Identify the elements and requirements of the Federal-Aid Highway Program and the associated Federal/State relationships
- Develop a flowchart of the project development process from the initial planning concept through the environmental and right-of-way processes, on through design, construction, and opening to traffic
- Identify the roles of safety, intelligent transportation systems, operations, research, and development in the Federal-aid process
- Identify the need for public involvement early in the process, opportunities for application of the principles of environmental justice/civil rights, context sensitive solutions, etc.
- Learn the fundamentals of Federal-aid financing, including several innovative financing techniques that will maximize the use of Federal-aid funds
- Develop a network of professionals that can be contacted for help
- Discuss how the Federal-aid laws and regulations relate to other laws (i.e., NEPA, Uniform Act, the Davis Bacon Act, OMB Circular A-87, 49 CFR Part 18 (Common Rule)) and the application of FHWA regulations, policies, technical guidance, etc.

TARGET AUDIENCE:

State and local government employees and private-sector participants interested in the process by which the Federal-Aid Highway Program is carried out.

FEE: \$270 Per Participant

LENGTH: 2.0 Days (CEU: 1.2 Units)

CLASS SIZE: Minimum: 20; Maximum: 30

NHI Training Program Manager: Bill Williams • (703) 235-0539 • bill.williams@fhwa.dot.gov

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COURSE NUMBER: FHWA-NHI-310111

COURSE TITLE: Conducting Reviews that Get Results (FHWA)

A limited number of sessions are being sponsored by the Offices of Infrastructure and Corporate Management with no participant fee charged to the hosting Division Office. This is a hands on workshop, 1.5 days in length (can be tailored from 0.5 to 2.0 days), covering the plan, design and tools needed to make the review have the maximum impact.

To accomplish FHWA's Stewardship Mission, units at every level and in every program area need the expertise to plan, design and carry out, often jointly with partners, reviews to ensure that operational processes are consistent with established standards and expectations, performing at the most effective and efficient level, and that best practices are captured and made available to units at all levels.

Building on FHWA experience and expertise gained through PR/PE's, Process Reviews, and Continuous Process Improvement Reviews, an improved workshop, tailored to the unit's needs, is now being offered through a partnership between the Offices of Infrastructure and Corporate Management, with input from the Resource Center and several Division Offices.

The Workshop consists of assistance, focused on your reviews, in the form of consultation, training and hands on assistance in the methodology and tools for conducting successful reviews.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Use the Team Charter to build partnerships and confidence in the review approach
- Explain the methods of review planning to identify desired results and needed information
- Describe effective data collection methodology
- Describe effective data analysis methodology
- Describe effective presentation and marketing methodology
- Describe how to formulate recommendations that can be implemented.

TARGET AUDIENCE:

Division Offices looking to charge up their review programs and Review Teams established and charged with conducting unit process or program reviews, compliance verification reviews, improvement reviews, and/or National Program Reviews. The workshop can be conducted at any critical stage of the review, from planning to implementation.

FEE: Free (FHWA only)

LENGTH: 1.5 Days (CEU: 0.9 Units)

CLASS SIZE: Minimum: 20; Maximum: 30

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Technical Information: Chris Newman • (202) 366-2023 • christopher.newman@fhwa.dot.gov